



**Council on Postsecondary Education
2006-08 Regional Stewardship Program
Infrastructure Plan Format**

Infrastructure funds will support the development and maintenance of organizational structures, personnel, information systems, and community relationships directed toward the identification of regional needs, opportunities, and stewardship priorities. The size of the infrastructure pool will be \$1.2 million each year of the biennium. Infrastructure funds will be allocated among the Commonwealth's six comprehensive universities in equal amounts of \$200,000 per institution each year. Allocated funds will be distributed upon submission and Council approval of a plan to align institutional priorities, resources, and infrastructure to support and sustain stewardship initiatives at the institution.

To qualify for infrastructure funds, each institution should submit a one-time, infrastructure plan to the Council by close of business **October 1, 2006**. Within 30 days of receipt of the proposals, Council staff will advise the institutions of any noncompliance or nonconformity and shall work with the institutions to help them qualify for the grant. It is anticipated that, in subsequent biennia, infrastructure funds will become recurring to the institutions, rather than to the Regional Stewardship Funding Program. Any infrastructure funds not distributed by the end of the biennium (i.e., close of business Monday, June 30, 2008) will be transferred to the stewardship initiatives pool for distribution on a competitive basis. Any institution that does not qualify to receive its 2006-07 infrastructure pool allocation will be afforded an opportunity to submit an infrastructure plan by June 1 each year thereafter to access funds allocated in subsequent years.

This document contains a recommended format for the infrastructure plan to be submitted to the Council. It focuses on several elements of university infrastructure and basically asks what the current state of that infrastructure is, what changes to the infrastructure are expected as a result of the regional stewardship program, and the timeline for those changes. We understand that changes in university infrastructure take time, but we anticipate that most of the changes will not take more than two years to implement.

- I. Programmatic Plan Narrative
 - a. Mission/Vision/Strategic Priorities
 - i. Describe the extent to which campus leaders have incorporated an emphasis on public engagement into the mission, vision, and strategic priorities of your university. Does your university's mission statement communicate the importance of public engagement? Does the overall vision for your university include plans for strengthening campus/community partnerships and addressing regional problems? Do university strategic priorities establish a clear expectation that each academic unit is responsible for serving the full breadth of the teaching, research, and public engagement mission? Are departmental units expected to set goals for public engagement and is unit performance measured against those goals? Do campus communications, such as the state of university address, reflect the importance of public engagement?
 - ii. Describe how your university's mission, vision, and strategic priorities will change with implementation of the regional stewardship program.
 - iii. What is the expected timetable for completion of changes to the university's mission, vision, and strategic priorities described above?
 - b. Planning/Budgeting
 - i. Describe how current planning and budget processes at your university reflect the importance of public engagement. Does your university's budget contain allocations or competitive grant programs to support engagement efforts? Please identify revenue streams that currently provide incentives for individual faculty and departmental units to become involved in stewardship work.
 - ii. Describe how your university's planning and budget processes will change with implementation of the regional stewardship program.
 - iii. What is the expected timetable for completion of changes to the university's planning and budget processes described above?
 - c. Engagement Infrastructure
 - i. Describe your university's current public engagement infrastructure. Does the formal organizational structure of your university support public engagement activities? Does your university have an office of public outreach that supports engagement activities? Does your university have any centers or institutes that organize knowledge around problems rather than disciplines, or that have a strong outreach component? Does your university provide faculty with adequate release time and support staff to facilitate public engagement work?
 - ii. Describe how your university's engagement infrastructure will change with implementation of the regional stewardship program.

iii. What is the expected timetable for completion of changes to the university's engagement infrastructure described above?

d. Recruitment/Professional Development

- i. Describe how recruitment and professional development activities at your university reflect the importance of public engagement. Is a demonstrated ability to provide leadership in the public engagement arena an important criterion for selecting presidents, provosts, deans, and chairs? Do recruitment ads and position descriptions for administrative, faculty, and staff positions make it clear that public engagement is a key component of the university's overall mission? Is leadership in community involvement a component of faculty and administrator performance evaluations? Does the university's budget provide allocations for professional development in public engagement related areas?
- ii. Describe how your university's recruitment and professional development activities will change with implementation of the regional stewardship program.
- iii. What is the expected timetable for completion of changes to the university's recruitment and professional development activities described above?

e. Incentive/Reward System

- i. Describe the extent to which your university has established incentive programs or reward systems that encourage public engagement activity for administrative leaders, faculty, and staff. Has your university implemented any outreach incentive programs that promote community involvement? Do these programs provide incentives at both individual and departmental levels? Has your university made any changes regarding faculty salary, promotion, and tenure decisions to encourage engagement activity? Are faculty members publicly recognized for contributions to the community through ceremonies or awards?
- ii. Describe how your university's incentive and reward system, including salary, promotion, and tenure policies, will change with implementation of the regional stewardship program.
- iii. What is the expected timetable for completion of changes to the university's incentive and reward system described above?

f. Learning Environment

- i. Describe the extent to which public engagement has been incorporated into the learning environment of your university. Has public engagement been integrated into the curriculum of the university? Are students afforded opportunities for service-learning projects or other forms of community-based

learning? Do graduation requirements require some level of community involvement?

- ii. Describe how your university's learning environment will change with implementation of the regional stewardship program. How will curriculum development, service-learning opportunities, or graduation requirements change as a result of the program?
- iii. What is the expected timetable for completion of changes to the university's learning environment described above?

g. Information/Reporting Systems

- i. Describe any data collection and reporting systems that your university uses to track public engagement activities or scan its regional environment. Does your university have a database for tracking campus/community interactions? What key indicators of community involvement are collected? Does your university engage in environmental scanning activities to help identify pressing regional problems or opportunities? What key indicators are used to determine quality of life in your region?
- ii. Describe how your university's data collection and reporting systems will change with implementation of the regional stewardship program.
- iii. What is the expected timetable for completion of changes to the university's data collection and reporting systems described above?

h. Campus/Community Interaction

- i. Describe the extent to which interactions between your campus and the surrounding community have become institutionalized. Does your community have any planning or advisory groups that cross traditional governance boundaries to address regional problems? Do campus leaders participate in a formal way in these regional planning organizations? Does the group have a strategic plan for the region? What is the university's role in helping to bring that plan to fruition? Does your university involve the community in its strategic planning process, in its selection of key institutional leaders, or in its program review or institutional effectiveness efforts?
- ii. Describe how campus/community interactions will change with implementation of the regional stewardship program.
- iii. What is the expected timetable for completion of changes to campus/community interactions described above?

II. Financial Information

a. Proposed Budget

Using the table below, please identify proposed infrastructure pool expenditures for 2006-07 and 2007-08 by natural object category. Program guidelines specify that infrastructure pool funds may be used for two categories of expenditure: (a) personnel expenses for a stewardship coordinator and staff; and (b) operating expenses directly attributable to the support and operation of stewardship program activities. Each institution is eligible to receive a maximum allocation of \$200,000 per year in infrastructure funds. It is anticipated that in subsequent biennia these funds will become recurring to the institution.

Category	2006-07	2007-08
Personnel		
Operating Expenses		
Total		

b. Budget Narrative

Please provide a detailed description of proposed infrastructure pool expenditures for each year of the biennium. For personnel-related expenses, indicate the number of positions supported, job titles, position descriptions, full- or part-time status, and budgeted expenditure levels for each position.

For operating expenses, identify the kinds of expenditures supported (e.g., professional development; public awareness/marketing campaigns; computer equipment and software; travel; meeting expenses, including facilitator fees; and consultant fees) and the budgeted expenditure levels for each. Also, demonstrate that these expenses are directly attributable to the support and operation of stewardship program activities.

Please mail the infrastructure plan to Jim Applegate, Vice President for Academic Affairs, Council on Postsecondary Education, 1024 Capital Center Drive, Suite 320, Frankfort, KY 40601 by close of business **October 1, 2006**.